

**FINANCE COMMITTEE MEETING MINUTES**  
**WEDNESDAY, SEPTEMBER 9, 2015**  
**SISTER BAY FIRE STATION – SMALL ROOM**  
**(APPROVED VERSION)**

The September 9, 2015 meeting of the Village of Sister Bay Finance Committee was called to order by Member Dave Lienau at 3:00 P.M.

**Committee Members Present:** Committee Members Dave Lienau and Patrick Duffy.

**Excused:** Committee Chair Shane Solomon.

**Staff Members:** Fire Chief Chris Hecht, Village Administrator Zeke Jackson, and Utility Clerk Martha Baker.

**Approval of the Agenda:**

*A motion was made by Duffy, seconded by Lienau, that the Agenda for the September 9, 2015 meeting of the Finance Committee be approved as presented. Motion carried – All ayes.*

**Approval of the minutes for the September 2, 2015 meeting of the Finance Committee:**

*A motion was made by Duffy, seconded by Lienau, that the minutes for the September 2, 2015 meeting of the Finance Committee be approved as presented. Motion carried – All ayes.*

**Comments, correspondence and concerns from the public:**

None.

**Discussion Items:**

**Item No. 1. Discussion on 2016 Budget - Review SBLG Fire Department requests for 2016; Consider a motion for action if necessary:**

Fire Chief Chris Hecht presented the 2016 Sister Bay/Liberty Grove Fire Department 2016 Budget Draft. He defined five areas of increase from last year's budget. Capital Improvements increase is based on demand. Insurance shows a \$3500 increase largely due to communications equipment purchased from the county for a one-year period. A payroll increase is a raise for the Fire Chief to bring his wage to \$20,000 per year. An increase for telephone costs due to a large volume of calls to personal cell phones. The Grant Fund, established two years ago, shows the first of two payments for funding new air bags.

Lienau agreed with the \$7500 pay increase but asked if it is necessary over the next four years. Hecht stated it should be on a year-to-year basis. Jackson asked how much grant money the Fire Department has brought in and Hecht said it is approximately \$2,500,000 county-wide. Hecht said he will ask for approval of a brush truck purchase in 2016.

Hecht said there is maintenance needed on the building and has an estimate for repairs to a water leaking issue. Mike Till, who resolved problems at the Library and the North Fire Station, has a plan to resolve the problems. Till had Tielen's Construction submit an estimate of approximately

1 \$45,000, which includes Tielen's estimate of \$35,754, Wolf Brother's duct work at \$3,500 and fees  
2 for Mike Till. The committee agrees that Hecht should begin the repairs right away.

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4 The committee spoke off agenda on several topics including the Baylake Bank building, staffing  
5 issues, rearranging committees, changing the chart of accounts,  
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8 **Item No. 2. Discussion on 2016 Budget - Review Parks, Properties, and Streets Draft Budget**  
9 **requests for 2016; Consider a motion for action if necessary:**

10 Duffy asked about Direct Employee costs and there was a lengthy discussion about the 2015 payroll  
11 estimates. Jackson agreed the estimates need to be looked at more closely. Duffy expressed  
12 concern about budgeting money for both a Marketing Director and the Sister Bay Advancement  
13 Association at the same time. Lienau talked about dissolving the Marketing Committee and placing  
14 those duties in the hands of the Waterfront Development committee. Jackson told the committee  
15 that staff created a separate fund in the General Ledge for Special Events but the Village's software  
16 could not produce detailed reports. He explained that all event expenses appear as a single line  
17 item in the Parks budget and the revenue side of events will show up in the General Government  
18 page. Lienau asked for revenue/expense reports for specific events and Jackson agreed. Duffy asked  
19 about the difference in the 2015 and 2016 budgeted amount for special events expenses. Jackson  
20 said he believes the numbers need to be looked at again but listed the expenses included in the  
21 \$55,000. Lienau asked Jackson to present revenue/expense reports for Sun Splash and special  
22 events at the meeting on Wednesday. There was discussion about the Sun Splash event regarding  
23 the revenues and the sale of tokens and alcohol.  
24

25 Jackson gave the committee information regarding the surveys that are being returned to the Village.  
26 There was lengthy conversation regarding Sun Splash and future events in the Village.  
27

28 Duffy asked about the YMCA Programs costs and Jackson said the agreement remains the same as  
29 last year. Jackson said a survey responded very positively about the YMCA Program Zoomba.  
30

31 Jackson pointed out a new line item in the budget for the spring slower pots.  
32

33 Duffy wondered if street maintenance budget was high enough and Jackson said some projects are  
34 included in the Capital Improvement Plan. He also asked about the snow removal expense.  
35 Jackson told the committee that he will review the numbers with M. Baker and re-present at the next  
36 Finance Committee meeting.  
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39 **Item No. 3. Discussion on 2016 Budget - Review Wastewater, Collection, and Water System**  
40 **(Utilities) budget requests for 2016; Consider a motion for action if necessary:**

41 Tabled until the next meeting of the Finance Committee.  
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1 **Item No. 4. Matters to be placed on a future agenda or referred to a Committee, official, or**  
2 **employee:**

- 3 - 2016 Parks Budget Draft
- 4 - 2016 Marina Budget Draft
- 5 - 2016 Utilities Budget Draft
- 6 - Special Events Revenue/Expense Reports

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8 **Adjournment**

9 *At 4:30 P.M. a motion was made by Duffy, seconded by Lienau that the meeting be adjourned.*  
10 *Motion carried – All Ayes.*

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12 Respectfully submitted,

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16 Martha Baker,  
17 Utility Clerk